

Appendix D – Draft Contract

INTEGRATED PEST MANAGEMENT SERVICES CONTRACT

This Integrated Pest Management Services Contract (Contract) is made by and between the State of Mississippi Department of Finance and Administration (DFA), Office of Capitol Facilities (Office), and _____, (Contractor) effective August 1, 2021, under the following terms and conditions under which Contractor agrees to provide services to DFA.

1. Scope of Services

The work shall consist of Pest Control Services performing the IPM approach on a routine basis at the properties listed in section 3.1. All work of this contract shall be performed on a scheduled basis and under the direct supervision of experienced and qualified Contractor personnel. The following pest populations shall be adequately controlled:

- Indoor population of all species of ants, cockroaches, flies, rodents (e.g., mice and rats), stored products pests, spiders, millipedes, fruit flies, lady bugs, beetles, moths, bees, wasps, hornets, silverfish, and any other anthropoid pest not specifically excluded by contract. Also included are the parasites of man such as bed bugs, lice, and other mites.
- Outdoor populations of the above listed pests within DFA building property boundaries shall be controlled, as well as other indoor pests that are a nuisance to occupants (e.g. fleas, ticks, dust mites, etc.) Individual excluded pests are deemed “incidental invaders inside buildings” are not included in this requirement.
- All services stated and materials utilized for services stated within this IFB shall conform to all applicable Federal, State, County and City ordinances and laws including but not limited to the Rules and Regulations of the Bureau of Plant Industry, Pesticide Program. Special care shall be exercised regarding what chemicals are used and how they are applied, since children may be present.

1.1 Locations

Num.	Building	Address	Square Footage
1	Woolfolk Building; Annex; and, Garage	501 N. West St.	446,616; 34,143; and, 156,798
2	Gartin/Justice Building	450 High Street	235,943
3	New Capitol Building	400 High Street	135,446
4	Robert Clark Building	301 N. Lamar St.	68,400
5	Robert E. Lee Building; and, Garage	239 N. Lamar St.	164,589; and, 194,880
6	Heber Ladner Building	401 Mississippi St.	19,320
7	Sillers Building; and, Garage	550 High Street	292,145; and, 240,840
8	Capers Building	100 S. State Street	52,578
9	GM&O Depot	618 E. Pearl Street	5,200

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10	War Memorial	100 S. State Street	39,160
11	Central High School	359 N. West St.	172,309
12	William Winter Building; and, CMP	200 North Street	140,575; and, 15,368
13	Trailways Building	201 S. Jefferson St.	13,328
14	Nunnelee Building	515 E. Amite Street	117,053
15	620 North Street Building	620 North Street	44,928
16	660 North Street Building	660 North Street	39,440
17	700 N. State Street Building	700 N. State Street	63,597
18	Warehouses A, B & C	725 E. Pearl Street	30,000; 3,219; 1,160
19	Old Capitol Museum	100 N. State Street	47,237
20	Two Mississippi Museums; Public Garage; and, Staff Garage	222 North St.	206,403; 61,090; and, 51,639
21	Naval Reserve Record Center	181 S Jefferson St.	52,927
22	350 High St. Building	350 High St.	28,351
23	401 North Lamar Street Building	401 North Lamar St.	12,944

1.2 Service Hours

All service hours are to be performed during the normal operating hours of the facilities being serviced unless otherwise specified by the Office of Capitol Facilities. Service Cycle: General areas of each facility are to be serviced not less than once each month for insect control and not less than two (2) times per month for rodent control. Food service areas at all locations are to be serviced once each week. Call backs shall be at the request of the Office of Capitol Facilities only, and shall be at no charge. All call backs shall be serviced on the day of the request, or no later than the next working day. Failure to properly respond to calls shall also constitute cause for termination of contract by the State. Pest control technicians shall be required to sign/in/sign out at a designated area on each floor of each building serviced, or as otherwise allowed by the Office of Capitol Facilities. Sign in may be found at security desk or with front desk attendant for each building listed.

1.3. Insect Control

The Contractor shall use non-pesticide methods of control wherever possible, such as:

- Portable vacuums rather than pesticide sprays for initial clean-outs of cockroach infestations, for swarming insects, and for control of spiders in webs
- Trapping devices rather than pesticide sprays for indoor fly control
- Other methods that preclude chemical pesticide usage

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As a general rule, the contractor should apply insecticides as “Crack and Crevice” treatment only (using an appropriate application tool or nozzle). For the resulting contract, such treatment is defined as treatment in which a formulated insecticide cannot be contacted or seen by a bystander during or after the application.

- Application of insecticides to exposed surfaces or as space sprays including fogs and, mists applications should be restricted to unique situations where no alternatives exist.
- The contractor must coordinate space spray treatments with the Office of Capitol Facilities (OCF) prior to application to ensure that no occupants are present or potentially harmed.
- Bait formulations should be used for cockroach and ant control whenever appropriate. The contractor is encouraged to use new technology that would result in improved effectiveness over existing methods.
- Sticky traps should be used to guide and evaluate indoor insect control effort.

1.4. Rodent Control

As a general rule, rodent control inside occupied buildings should be accomplished with traps. All such devices need to be concealed and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices should be checked on a schedule approved by the OCF. The contractor shall be responsible for appropriate disposal of all trapped rodents and rodent carcasses in a timely manner.

1. Bait Boxes. In exceptional circumstances and when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the contractor must obtain approval from the OCF prior to using rodenticides. All rodenticides, regardless of packaging, must be placed in inaccessible locations and in EPA-approved tamper-resistant bait boxes.
2. Frequency of bait box servicing depends on the level of rodent infestation but no less than two (2) times per month.
3. All bait boxes need to be placed out of general view and in locations that will not be disturbed by routine operations.
4. The lids of all bait boxes must be securely locked or fastened. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface to prevent tampering. Contractor shall consult Property Manager, and obtain written approval, prior to penetration of any building surface.
5. Bait should always be placed in the baffle-protected feeding chamber and never in the runway of the box. All bait boxes need to be conspicuously labeled with a poison warning, the contractor's business name, address, and phone number and dated by the contractor's employee at the time of installation and each servicing.

1.5. Contractor Service Input

Throughout the term of the resulting contract, the contractor will be responsible for advising the OCF of any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, infestation or access. The contractor is responsible for adequately suppressing pests included in the resulting contract regardless of whether or not the suggested modifications are implemented. The contractor will not be held responsible for carrying out structural modifications and recommendations as part of the pest control

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effort. Minor applications of caulk, expanding foam, and other sealing materials by the contractor to eliminate harborage or access may be performed with the approval of the OCF.

1.6. Quality Control Program

The contractor shall establish a quality control program to ensure that the requirements of the resulting contract are provided as specified. A copy of the Quality Control Program shall be provided to the OCF within ten (10) working days from the award date of the resulting contract. Desired program elements must include but are not limited to the following:

1. The contractor shall conduct quality control inspections addressing all the services stated in the resulting contract. The purpose of the program is to detect and correct deficiencies in the quality and effectiveness of the services before the performance degrades to unacceptable levels.
2. OCF desires documentation of quality control through the use of forms corresponding to the “Pest Sighting Log Inspection Checklists” (to be provided for at least one each for food service area and one each for each building serviced). Service report forms shall be required for each building and food service area.
3. A quality control checklist should be used in evaluating the contract performance during inspections, both scheduled and unscheduled, including every building serviced by the contractor.
4. A quality control file should contain records of all activities including inspections conducted by the contractor and corrective actions taken. The file would be maintained for the duration of the contract and shall be made available to OCF upon request.
5. The contractor should identify, by name, individuals responsible for performing quality control inspections.

1.7. Service Invoices

Invoices must be provided for each service visit and shall be approved and signed by the appropriate designated OCF personnel at the time of the service.

1.8. Professional Entomologist Services

The contractor must be able to provide, at no additional cost to DFA, the services of a professional entomologist or registered sanitarian when necessary. The entomologist or sanitarian would review the quality control program for appropriateness and effectiveness in controlling pest populations.

1.9. Pest Control Service Plan

1. The contractor shall provide OCF a complete, initial inspection schedule of each building within one (1) month of award of contract. The purpose of this initial inspection is to evaluate pest control needs, and to identify problem areas and existing equipment, structural features, or management practices that are contributing to pest infestations.
2. The OCF shall provide access to building spaces.
3. The contractor shall provide all proposed materials and equipment for service [e.g., actual container labels and Material Safety Data Sheets (MSDS)] for all chemical pesticides used, and the brand

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names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that might be used to meet the requirements of the resulting contract.

4. Prior to contract effective date, the contractor shall provide for OCF approval of an Integrated Pest Management Service Plan, and a complete service schedule that includes the frequency of contractor visits and days on which said contractor will visit for the approval of the OCF.
5. The contractor will provide unlimited call back service per location per month at no additional charge to DFA when previous treatment or regular service fails to control the pest specified herein and treated for.
6. The contractor shall describe in writing, site-specific solutions for infested or potentially infested areas where observed sources of food, water, harborage and access may result in infestations.
7. The contractor shall notify in writing of any new contractor personnel or replacement of any previously approved contractor personnel that were designated to perform work in accordance with the resulting contract.
8. Work requests and a centralized pest site log shall be used to advise the contractor of routine service requests, including emergency work, and shall document completed date of work and a contractor's employee signature.
9. The contractor shall provide in conjunction with the monthly invoice a summary report to the OCF regarding the following pest control activities:
 - a. Pesticide Application (amounts, locations, and number of applications)
 - b. Recommendations for structural, sanitation, and other repairs to reduce access, harborage, food and water
 - c. Trouble spots eliminated
 - d. Risk reduction achieved
 - e. Recommendations to change management practices (e.g., policies prohibiting bringing food in certain areas, etc.)
 - f. Any update to the graphical representation of rodent bait boxes located on the exterior

1.10 General Instructions for Pest Control Service

1. The contractor shall perform routine pest control services during normal working hours to the greatest extent possible.
2. The safety of building occupants shall be optimized. Occupant health or productivity shall not be adversely affected by any action of the contractor.
3. When it is necessary to perform work outside normal business hours, the contractor shall notify the OCF to advise them of such work.
4. The contractor shall respond to and complete all service requests including emergency work within twenty-four (24) hours of notification. If this schedule cannot be kept, the contractor shall notify the OCF, in writing, so that arrangements may be made to complete the work. The extension of the schedule time will be for a specific work request only and will not affect the twenty-four (24) hour response time policy.

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5. Contractor personnel shall display company identification at all times while working on DFA property and wear a distinctive uniform.
6. Contractor personnel shall wear appropriate protective equipment, when needed. The contractor shall observe all safety precautions throughout the performance of this contract. All work shall comply with all federal, state and local laws. In the event of a conflict between regulations, the most stringent shall apply.
7. Vehicles used by contractor personnel shall be conspicuously marked with company identification. Parking shall be permitted only in locations so designated by OCF.
8. The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the safety and health of his/her personnel and the DFA employees and tenants during the execution of work in accordance with this contract.
9. Some DFA buildings may require special instructions and/or procedures for entry. The OCF will explain these special circumstances and the contractor shall adhere to these restrictions and incorporate them into the pest control plan.
10. All bait stations are to be inspected at least twice per month. A written report is to be forwarded to the OCF as to their condition every month. Should an area be targeted for aggressive control, then the bait traps shall be inspected more frequently as necessary.
11. The contractor shall be responsible for the selection and use of pesticides used to fulfill this contract. All pesticides shall be used according to label instructions. All pesticides used shall be registered with the EPA. Transport, handling, and use of pesticides shall be in strict accordance with the label instructions and applicable federal, state, and local laws and regulations. Contractor shall not bring any products upon DFA premises that do not have appropriate labeling on the containers.
12. The contractor shall adhere to the following rules for pesticide use:
 - a. Contractor shall not use any pesticide that has not been included in the pest control plan or approved by the OCF.
 - b. The contractor shall provide and pay for all products approved for use and required to accomplish the requirements of this contract.
 - c. Contractor may not store any pesticides on DFA property.
 - d. Pesticides shall be applied according to need and not by schedule. As a rule, pesticide application in any inside or outside areas shall not occur unless visual inspections or monitoring devices indicate the presence of pests in unacceptable populations for that specific area. Preventive pesticide treatments may be performed where surveillance indicates the potential for infestation.
 - e. When pesticide use is necessary, the contractor shall employ the least hazardous material, most precise application method, and the least amount of pesticide necessary to achieve control.
 - f. Special care shall be exercised when using liquid insecticides on asphalted, mastic or linoleum surfaces. Surfaces damaged by products applied by the contractor shall be repaired by DFA and the cost of repairs shall be deducted from invoice amounts due to the contractor. When insufficient amounts are due to address the damage, the DFA shall assess the amount due and invoice same for immediate payment by the Contractor.
 - g. The OCF will continually evaluate the success and progress of this contract by addressing effectiveness and safety, and will request changes as necessary. The contractor shall take prompt action to correct identified deficiencies.

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2. **Contract Term**

1. The effective date of this Contract will be August 1, 2021. This Contract's term will be for four (4) years with one (1) optional one-year renewal to be exercised at the discretion of DFA. By August 1 of each subsequent year of the contract, DFA will notify the Contractor, in writing, of DFA's intent as to renewal of the Contract.
2. All records and information provided by DFA to Contractor are the sole property of the DFA and shall be returned to the DFA within thirty (30) days of the termination date of this Contract.
3. Upon termination of this Contract, Contractor shall cooperate with the DFA and the new Contractor during the transition of the DFA's business to the new Contractor. Upon request from the DFA, Contractor shall provide all DFA information maintained by Contractor in a time frame specified by the DFA.

3. **Consideration**

The DFA agrees to compensate Contractor for services approved by the DFA and performed by Contractor under the terms of this Contract as follows:

1. The fees listed in **Exhibit A – Pricing** shall constitute the entire compensation due to Contractor for services and all of the Contractor's obligations hereunder regardless of the difficulty, materials, or equipment required. The total contract value shall not exceed \$0. The DFA shall not provide any prepayments or initial deposits in advance of services being rendered. Payment for any and all services provided by Contractor to the DFA shall be made only after said services have been duly performed and properly invoiced. The fees listed in **Exhibit A – Pricing** of this contract are firm for the duration of this contract and are not subject to escalation for any reason, unless this Contract is duly amended.
2. Contractor must submit all invoices, in a form acceptable to the DFA (provided that such acceptance will not be unreasonably withheld) with all the necessary supporting documentation, prior to any payment to the Contractor. No additional compensation will be provided by the DFA for any expense, cost, or fee not specifically authorized by this Contract, or by written authorization from the DFA.
3. The payment of an invoice by the DFA shall not prejudice the DFA's right to object or question any invoice or matter in relation thereto. Such payment by the DFA shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any costs invoiced therein. The Contractor's invoice or payment may be subject to further reduction for amounts included in any invoice or payment theretofore made which are determined by the DFA, on the basis of audits, not to constitute allowable costs.

4. **Availability of Funds**

It is expressly understood and agreed that the obligation of the DFA to proceed under this Contract is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the Contract are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the DFA, the DFA shall have the right upon ten (10) working days written notice to Contractor, to terminate this Contract without damage, penalty, cost or expenses to the DFA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

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5. E-Payment

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 et seq.

6. Paymode

Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Contract. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

7. Recovery of Money

Whenever, under the Contract, any sum of money shall be recoverable from or payable by Contractor to the DFA, the same amount may be deducted from any sum due to Contractor under the Contract or under any other Contract between Contractor and the DFA. The rights of the DFA are in addition and without prejudice to any other right the DFA may have to claim the amount of any loss or damage suffered by the DFA on account of the acts or omissions of Contractor.

8. Applicable Law

The Contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.

9. Compliance with Laws

Contractor understands that DFA is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, State, or local laws. All such discrimination is unlawful and Contractor agrees during the term of this Contract that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this Contract shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

10. Force Majeure

Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters ("force majeure events"). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

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11. **Site Rules and Regulations**

Contractor shall use its best efforts to ensure that its employees and agents, while on DFA premises, shall comply with site rules and regulations.

12. **Anti-Assignment/Subcontracting**

Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

13. **Confidentiality**

Notwithstanding any provision to the contrary contained herein, it is recognized that DFA is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 et seq. If a public records request is made for any information provided to DFA pursuant to the contract and designated by the Contractor in writing as trade secrets or other proprietary confidential information, DFA shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. DFA shall not be liable to the Contractor for disclosure of information required by court order or required by law.

14. **Disclosure of Confidential Information**

In the event that either party to this Contract receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this Contract. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 et seq.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the Agency shall result in the immediate termination of this contract.

15. **Transparency**

This Contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 et seq. and Mississippi Code Annotated § 79-23-1. In addition, this Contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 et seq. Unless exempted from disclosure due to a court-issued protective order, a copy of this executed Contract is required to be posted to the Mississippi Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential Contractor information or any other

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information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

16. **Contractor Personnel**

The DFA shall, throughout the life of the Contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the DFA reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the DFA in a timely manner and at no additional cost to the DFA. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.

17. **Independent Contractor**

Contractor shall, at all times, be regarded as and shall be legally considered an Independent Contractor and shall at no time act as an agent for the DFA. Nothing contained herein shall be deemed or construed by DFA, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between DFA and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of DFA or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of DFA and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of DFA. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the DFA; and the DFA shall at no time be legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. DFA shall not withhold from the Contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, DFA shall not provide to Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by DFA for its employees.

18. **E-Verification**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 et seq. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this Contract may subject Contractor to the following: (i) termination of this Contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public; (ii) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or, (iii) both. In the event of such cancellations/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

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19. **Authority to Contract**

Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this Contract; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this Contract is not restricted or prohibited by any loan, security, financing, contractual, or other contract of any kind; and, (d) notwithstanding any other provision of this Contract to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Contract.

20. **License Requirements**

Contractor shall have, or obtain, any license/permits that are required prior to and during the performance of work under this contract.

21. **Unsatisfactory Work**

If, at any time during the contract term, the service performed or work done by Contractor is considered by DFA to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by DFA, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, DFA shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.

22. **Debarment and Suspension**

Contractor certifies to the best of its knowledge and belief, that it: (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency or any political subdivision or agency of the State of Mississippi; (ii) Has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; (iii) Has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (iv) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of these offenses enumerated in paragraphs two (2) and three (3) of this certification; and, (v) Has not, within a three-year period preceding this proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

23. **Modification or Renegotiation**

This Contract may be modified only by written amendment signed by the parties hereto. The parties agree to renegotiate the Contract if federal, state and/or the DFA revisions of any applicable laws or regulations make changes in this Contract necessary.

24. ***Procurement Regulations***

This Contract shall be governed by the applicable provisions of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.dfa.ms.gov/media/9413/pprb-opsr-rules-and-regulations-eficative-01182020.pdf>.

25. ***Representation Regarding Contingent Fees***

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Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.

26. *Representation Regarding Gratuities*

The Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

27. *Termination upon Bankruptcy*

This Contract may be terminated in whole or in part by DFA upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total Contract price.

28. *Termination for Convenience*

A. *Termination.* *The Agency Head or designee may, when the interests of the State so require, terminate this Contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the Contract terminated and when termination becomes effective.*

B. *Contractor's Obligations.* *Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination, Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.*

29. *Termination for Default*

A. *Default.* *If Contractor refuses or fails to perform any of the provisions of this Contract with such diligence as will ensure its completion within the time specified in this Contract or any extension thereof, or otherwise fails to timely satisfy the Contract provisions, or commits any other substantial breach of this Contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the Contract or such part of the Contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.*

B. *Contractor's Duties.* *Notwithstanding termination of the Contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.*

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- C. Compensation. *Payment for completed services delivered and accepted by the State shall be at the Contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.*
- D. Excuse for Nonperformance or Delayed Performance. *Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this Contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the Contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the Contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled "Termination for Convenience. (As used in this paragraph of this clause, the term "subcontractor" means a subcontractor at any tier).*
- E. Erroneous Termination for Default. *If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (D) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.*
- F. Additional Rights and Remedies. *The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this Contract.*

30. **Stop Work Order**

- A. Order to stop work. *The Chief Procurement Officer, may by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this Contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either (i) cancel the stop work order; or (ii) terminate the work covered by such order as provided in the "Termination for Default" clause or the "Termination for Convenience" clause of this Contract.*

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- B. Cancellation or Expiration of the Order. *If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the Contract shall be modified in writing accordingly, if: (i) the stop work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and, (ii) Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Contract.*
- C. Termination of Stopped Work. *If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.*
- D. Adjustment of Price. *Any adjustment in Contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this Contract.*

31. Price Adjustment

- A. Price Adjustment Methods. Any adjustment in contract price pursuant to a clause in this contract shall be made in one or more of the following ways:
- a. by agreement on a fixed price adjustment before commencement of the additional performance;
 - b. by unit prices specified in the contract;
 - c. by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,
 - d. by a price escalation clause.
- B. Submission of Cost or Pricing Data. Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-403 (Cost or Pricing Data) of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

32. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this Contract. All modifications to the Contract must be made in writing by the DFA and agreed to by the Contractor.

33. Ownership of Documents and Work Papers

The DFA shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the Contract which is the subject of this Contract, except for the Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to DFA upon termination or completion of the Contract. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from DFA and subject to any copyright protections.

34. Trade Secrets, Commercial and Financial Information

It is expressly understood that Mississippi law requires that the provisions of this Contract which contain the commodities purchased or the personal or professional services provided, the price to

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be paid, and the term of the Contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

35. **Third-Party Action Notification**

Contractor shall give the DFA prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this Contract.

36. **Indemnification**

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its Commissioners, Board Members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this contract. In the State's sole discretion upon approval of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.

37. **Approval**

It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

38. **Change in Scope of Work**

The DFA may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the Contract. No claims may be made by Contractor that the scope of the project or of Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the Contract, unless such changes or adjustments have been made by written amendment to the Contract signed by the DFA and the Contractor. If Contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify the DFA in writing of this belief. If the DFA believes that the particular work is within the scope of the Contract as written, Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the Contract.

39. **Disputes**

Any dispute concerning the contract which is not disposed of by agreement shall be decided by the Executive Director of DFA who shall reduce such decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Executive Director shall be final and conclusive. Nothing in this paragraph shall be construed to relieve the Contractor of full and diligent performance of the contract.

40. **Attorney's Fees and Expenses**

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Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.

41. Failure to Enforce

Failure by the DFA at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof or the right of the DFA to enforce any provision at any time in accordance with its terms.

42. Record Retention and Access to Records

Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.

43. Right to Audit

Contractor shall maintain such financial records and other records as may be prescribed by DFA or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by DFA, whichever event occurs first. These records shall be made available for inspection during regular business hours and with reasonable advance notice during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

44. Right to Inspect Facility

The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.

45. Severability

If any part of this Contract is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the Contract as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

46. Licenses

Contractor shall ensure that the following professional licenses are maintained and current during the term of the contract, Applicable licenses, but not necessarily limited to, are: (1) Horticultural Pest Control License; (2) Horticultural Weed Control; (3) Landscape Horticulturist. Contractor may utilize the license of an approved sub-contractor to fulfill this requirement. Contractor shall, upon the expiration of a license, furnish to DFA a current license.

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47. Insurance

The Contractor shall maintain, at its own expense, Owners Bodily Injury/Property Damage Liability Insurance. Contractor shall maintain for the duration of this contract, a policy of owners protective bodily injury liability in limits of \$300,000 for each person and \$300,000 for each occurrence, and owners protective property damage liability in the limits of \$50,000 for each occurrence; \$1,000,000 aggregate. This shall protect the owner against all claims for injury to persons or property on which claims may arise from any and/all operations under this contract. The State of Mississippi shall be a certificate holder for this policy of insurance. Contractor shall maintain, during the life of this contract, workers' compensation insurance. Such insurance shall fully comply with the Mississippi Workers' Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Workers' Compensation Statute, Contractor shall provide adequate insurance satisfactory for protection of his or her employees not otherwise protected. All policies shall be issued by an insurance company licensed by the Mississippi Department of Insurance with the State of Mississippi listed as an additional insured. On an annual basis, Contractor shall furnish to DFA certificates evidencing such insurance is in effect on the first working day following the contract signing.

48. Notices

All notices required or permitted to be given under this Contract must be in writing and personally delivered or sent by certified United States mail postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth in this section. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

If to DFA:

Attention: Saranne Smith
Department of Finance and Administration
Office of Procurement and Contracts
501 North West Street
Suite 1301-A Woolfolk Building
Jackson, Mississippi 39205-0267

If to the Contractor:

Attention:

49. Priority

The contract consists of this agreement including Exhibit A, **Pricing**, the bid submitted by Contractor dated [date] (hereinafter "Bid" and attached as Exhibit B), the Invitation for Bids (RFx# 3160004190) (hereinafter "IFB" and attached as Exhibit C). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement and, if still unresolved, by reference to the Bid and, if still unresolved, by reference to the bid. Omission of any term or obligation from this agreement or attached Exhibits A, B, or C shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.

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Witness our signatures, on the date first written.

Contractor

Department of Finance and Administration

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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EXHIBIT A PRICING

Num.	Building	Address	Square Footage			
1	Woolfolk Building; Annex; and, Garage	501 N. West St.	446,616; 34,143; and, 156,798			
2	Gartin/Justice Building	450 High Street	253,943			
3	New Capitol Building	400 High Street	135,446			
4	Robert Clark Building	301 N. Lamar St.	68,400			
5	Robert E. Lee Building; Garage	239 N. Lamar St.	164,589; 194,880			
6	Heber Ladner Building	401 Mississippi St.	19,320			
7	Sillers Building; and, Garage	550 High Street	292,145; and, 240,840			
8	Capers Building	100 S. State Street	52,578			
9	GM&O Depot	618 E. Pearl Street	5,200			
10	War Memorial	100 S. State Street	39,160			
11	Central High School	359 N. West St.	172,309			
12	William Winter Building; and, CMP	200 North Street	140,575; and, 15,368			
13	Trailways Building	201 S. Jefferson St.	13,328			
14	Nunnelee Building	515 E. Amite Street	117,053			
15	620 North Street Building	620 North Street	44,928			
16	660 North Street Building	660 North Street	39,440			
17	700 N. State Street Building	700 N. State Street	63,597			
18	Warehouses A/B/C	725 E. Pearl Street	30,000; 3,219; 1,160			
19	Old Capitol Museum	100 N. State Street	47,237			
20	Two Mississippi Museums; Public Garage; and, Staff Garage	222 North St.	206,403; 61,090; and, 51,639			
21	Naval Reserve Record Center	181 S Jefferson St.	52,927			
22	350 High St. Building	350 High St.	28,351			
23	401 North Lamar Street Building	401 North Lamar St.	12,944			
	Year 1	Year 2	Year 3	Year 4	4-Year Total	Year-5*
Annual Cost	\$	\$	\$	\$	\$	

*Optional renewal year

EXHIBIT B

**THE CONTRACTOR’S RESPONSE TO THE DEPARTMENT OF FINANCE AND
ADMINISTRATION’S INVITATION FOR BIDS FOR PEST CONTROL SERVICES
DATED X.**

EXHIBIT C

**THE DEPARTMENT OF FINANCE AND ADMINISTRATION'S INVITATION FOR
BIDS FOR PEST CONTROL SERVICES DATED MARCH 19, 2021**